

Fingerprint Clearance Card Instructions

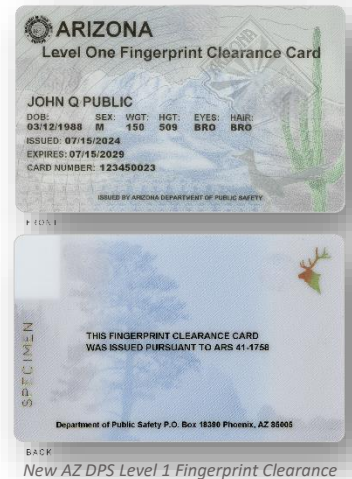
A Level 1 Fingerprint Clearance Card (FCC) from the Arizona Department of Public Safety (AZ DPS) is required for all students completing clinical hours in the state of Arizona. A front and back copy of the AZ DPS FCC (pictured below) must be provided to **fully** meet the compliance requirement.

- FAQs and General Information on the AZ DPS FCC can be found on www.azdps.gov/services/public/fingerprint
- This guide is for students applying for the Fingerprint Clearance Card directly through AZ DPS, not Complio.
 - Students who apply with Complio will be emailed directions from Complio.

Completing the Online Application

- Review [this guide video](#) on how to apply
 1. Navigate to <https://psp.azdps.gov/>
 2. Select 'Fingerprint Clearance Card'
 3. Select 'Request a Replacement / Apply for a Card'
 4. Create an AZ DPS account. If you already have an account, proceed with logging in.
 5. Select 'Apply For A New Clearance Card'
 6. Select 'Non- IVP' or 'IVP' card.
 - The CON will accept both types of cards, but highly recommends applying for the non-IVP card.
 - Both cards are valid for 6 years and have the same fees.
 - The only differences between the two is:
 - Processing and fingerprinting times for the IVP card tend to be longer and more complicated.
 - IVP card renewals you may not require you to submit your fingerprints, potentially saving you time.
 7. Read the Privacy Act Statement and move to the next step
 8. Select your reason(s) for applying (based on type of card):
 - Non-IVP Card Applicants: select **ONLY** 'Health and Sciences Student and Clinical Assistant ARS § 15-1881'
 - Located near the bottom of the page under 'Additional Sponsors'
 - IVP Card Applicants: select **BOTH** 'Public and/or Charter School Non- Certified Personnel ARS§15-512' **and** 'Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS§15-512'
 - Select 'Volunteer' when asked if you are an employee or volunteer
 - Select 'No' when asked if you are applying for any other reason
 9. Complete all required portions of the 'Applicant Information'
 10. Complete the 'Employment Information' as follows:

Name of Employer and/or Agency: University of Arizona College of Nursing
Employer's Phone Number: (520) 626-3808
Employer and/or Agency Mailing Address: 1305 N MARTIN AVE
City: TUCSON
State: Arizona
Zip Code: 85721
 11. Indicate if you will be physically present in Arizona for fingerprinting
 12. Check the box next to the information release authorization
 13. Type your full legal name for your signature
 14. Review all information carefully
 15. Select 'Continue to My Order' if everything is correct
 16. Submit payment and complete application order



Old AZ DPS Level 1 Fingerprint Clearance Card

* Please note: for your application to be processed, you must submit fingerprints to AZ DPS

Submitting Your Fingerprints (after online application)

- All applicants (regardless of location) should receive a unique code provided by AZ DPS that will allow you to complete your fingerprinting via Fieldprint.
 - The code will come after payment is approved and will be sent to your [AZ DPS portal](#) and email.
 - We highly recommend using this method for fingerprinting
- If you do not receive the code, or prefer to complete your printing outside of Fieldprint, the process will vary based on your location.
- Applicants physically in AZ at the time of fingerprinting can submit electronically at any qualified facility. Applicants not physically in AZ at the time of fingerprinting, must submit **physical ink fingerprints via mail**:
 - You must submit your fingerprints via mail to AZ DPS using the paper FD-258 Form
 - For information on how to obtain, complete, and submit FD-258 Form see [FD-258 Form Guide](#)
 - A completed **FD-258 Form** (pictured to the right) **is not the same as a Fingerprint Clearance Card** and will not be accepted in place of one.
 - The FD-258 Form is often referred to as a “fingerprint card” since it is the *card* (cardstock paper) you put your ink *fingerprints* on, but it must be mailed to AZ DPS to complete your application so you can be issued the Fingerprint Clearance Card.
- You can track the status of your application through your AZ DPS Online Profile or through the [AZ DPS Application Status Webpage](#).
 - If it has been 3+ weeks since you submitted your electronic or mail fingerprints to AZ DPS, and your status still shows as ‘IN PROCESS’ please contact the [AZ DPS Clearance Card Team](#) directly to confirm if they received your prints.
 - If you have not received your physical Level 1 Fingerprint Clearance Card before your compliance deadline, but your status shows ‘ISSUED or ‘VALID’, you can upload a screenshot showing that status to temporarily meet the compliance requirement. When you receive your physical card, please upload that.

NOT THE FINGERPRINT
CLEARANCE CARD



DO NOT SUBMIT